

BURWELL PARISH COUNCIL
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Minutes of the meeting of Burwell Parish Council held at Gardiner Memorial Hall, High Street, Burwell CB25 0HD at 7.30p.m. on Tuesday 9th July 2024.

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Gus Jones, Richard Jenkins, Linda Kitching, Clive Leach, Charlie Milner, Jim Perry, Michael Swift, Geraldine Tate, Paul Webb, and Brenda Wilson.
Also in attendance 3 members of the public.

FC/090724/1 Apologies

Apologies for absence have been received from Jenny Moss, Ian Woodroofe and District Councillor David Brown.

FC/090724/2 Declarations of any interests known to Councillors

No declarations were noted.

The Chair of the meeting made the following announcement regarding Agenda Item FC/090724/14 Parish Clerk interviews:

Exclusion of the press & public – To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for Agenda Item FC/090724/14 because of the likely disclosure of private and confidential information relating to individuals.

FC/090724/3 Approval of Minutes including an addendum for the meeting held on 25th June 2024

The minutes of the meeting held on 25th June 2024 were approved and signed as a true and accurate record. Proposed by Jim Perry and seconded by Lea Dodds.

FC/090724/4.1 Public Forum

A resident from The Avenue raised concerns about the planning application to amend Condition 22 of the previously approved planning application for 14 The Avenue. He explained that Condition 22 relating to the need to install a sprinkler system had been made by the Planning Inspectorate. The access to the new properties is narrow and does not allow access by a fire engine. The condition stipulates that the system must be approved by the planning authority prior to the dwelling being occupied. The resident explained that he had spoken to Cambridgeshire Fire and Rescue and that they had only been consulted on the application for one dwelling not two. The resident asked for the Parish Council's support to ensure that the condition is not changed.

FC/090724/4.2 Presentation by Ellis Selway National Trust Peatland Restoration Project Manager

Ellis Selway had informed the Council that he was unable to attend the meeting due to covid.

FC/090724/ 5 County and District Reports

A written report from District Councillor David Brown was noted.

FC/090724/6.1 Planning Applications

The following applications were considered:

24/00211/LBC 116 Low Road – No response required

Replacement windows and external doors, roof works, single storey rear extension and internal alterations – **Please see the alteration to the red line to indicate the curtilage of the host dwelling. The amendment to the proposal title to remove the stables and ancillary office from this application.**

Noted by Council.

24/00210/FUL 116 Low Road – No response required

Replacement windows and external doors, roof works, single storey rear extension and internal alterations – **Please see the alteration to the red line to indicate the curtilage of the host dwelling. The amendment to the proposal title to remove the stables and ancillary office from this application.**

Noted by Council.

24/00366/FUL 12 Swaffham Road

Demolition of single garage, construction of two semi-detached bungalows and associated works

Council agreed unanimously that the following comment should be made:

Objection – The proposal is backfilling, previously opposed in Swaffham Road and if allowed, this application would set a precedent.

24/00632/VAR 14 The Avenue

To Vary Condition 22 (Sprinkler System of Appeal Decision APP/V0510/D/22?3286018 dated 28/06/2022 (21/00794/FUL) for the erection of two private detached dwellings, new dropped kerb/access road and associated Works

Paul Webb proposed, seconded by Liz Swift, that an objection to the application should be submitted on the grounds of the of the access being unsuitable for a fire engine to access the dwellings.

One member of the public left at 7.40 pm.

24/00231/RMA Land Southeast of 2C High Street

Reserved matters for appearance and scale of previously approved 20/01655/OUT for detached dwelling with integral garage and parking

Amendment – Submission of amended plans to show integral garage, amendments to reflect the outline permission and change to elevations.

Following a unanimous decision, it was agreed that a comment that the amendment had been noted should be submitted.

24/00638/TPO 42 Swaffham Road

Woodland management plan to maintain a good balance of mature trees, new trees and a varied undergrowth that provide wide-ranging wild-life habitats. This will be achieved by carrying out the following works over a 10-year period:

A. Fell any dangerous, dead, dying or diseased trees when required informing the trees officer prior to commencement.

B. Ash is present within the woodlands. Ash dieback has been noted in some of the trees. Monitoring the Ash throughout the woodlands is essential. Restructuring, felling and thinning work may be necessary on diseased trees for both safety reasons and to improve structure to let other trees establish. (Figure 1.)

C. Remove/prune significantly overhanging branches and small trees (under 15cm diameter @ 1.5m from ground level) from boundary which pose a risk to damaging fences or neighbouring properties. (Figure 2, 3 & 4.)

D. Remove/prune some overhanging branches where woodland meets our garden to let more light into the woodland area, and so we can enjoy vistas into the woodland from our garden. (Figure 5.)

E. Remove a few small trees (under 20cm diameter @ 1.5m from ground level) and overhanging branches on border with Paulines Swamp Nature Reserve so a new boundary fence (wildlife friendly) can be erected. This is to stop public and dog access into our property and woodland, and to keep our children and visitors safely within the boundaries of the property. This will be done in consultation with Paulines Swamp Nature Reserve. (Figure 6 & 7.)

F. Introduce a traditional coppicing cycle on some of the applicable trees such as Hazel. These trees will be managed with a view to enhance and maintain the woodland habitat. Resources that are gathered from this management can also be used in the garden or for other woodland activities. (Figure 8.)

G. Manage vegetation around features of interest such as the pond. This will include removal of small trees (under 15cm diameter @ 1.5m from ground level), overhanging branches and

It was noted that Pauline's Swamp Trustees were meeting with the owner of 42 Swaffham Road later in the week. Following a unanimous vote, it was agreed that a no objection as long as the proposal is acceptable to the Tree Officer comment should be submitted.

FC/090724/6.2 Planning Decisions from District Council - None

FC/090724/6.2 Approved Tree Works

The following tree works approved by East Cambs. District Council were noted:

24/00525/TRE Hythe House 6 Hythe Lane

T1 Holm Oak - Which the tree surgeon advised is in the wrong location as it will become too big and is weighted to one side. He said that the tree is being impeded by wires from the telegraph pole on the road. The upkeep of trimming it away from the wires will keep adding weight to one side. He advised that this tree be felled

T2 Plum tree - Tree surgeon advised that this tree has become misshapen due to its proximity to the Hornbeam tree. He advised that this tree be felled

We would like to replant with a fruit tree which will encourage biodiversity in the garden

24/00499/TPO Burwell House 46 North Street

T1 Lime – Crown lift to 5.5m from ground level over highway due to low branches interfacing with the highway and 4m adjacent to house no 69 Silver Street

G1 – Lime, Yew and various – Crown lift to 5.5 m from ground level over highway and 2.5m over footpath. To reduce overhang into the highway causing damage to the buses.

FC/090724/7 Finance

1. Consideration of renewal of Survey Monkey at a cost of £320.00

Paul Webb proposed, seconded by Linda Kitching that the Survey Monkey software should not be renewed. The software can be renewed later if required. The motion was carried with all in favour.

2. Consideration of payment of the following:

The following payments were approved. Proposed by Paul Webb, seconded by Lea Dodds and a vote taken with all in favour.

Payee	Description	Amount inc Vat
All Staff	Salaries Tax Ni Superannuation	£10,026.81
Cambridgeshire Opera	Return of Deposit	£100.00
M Wright	Mileage and Phone	£38.75
George Rowland	Mileage, Phone & Expenses	£140.40
D Cawley	Mileage	£47.25
AED	Retention GMH	£1,105.74
Burwell Window Cleaning	Various Properties	£68.00
Burwell Computers	Cloud Back Up	£55.00
Unity Trust Bank	Bank Fees	£4.20
Wave	Water Bill Jubilee Reading Room	£60.74
Wave	Water Bill Gardiner Memorial Hall	£80.24
		£11,727.13

FC/090724/8 Action Points Update - Updates to the following:

No	Action Point	Comments on Progress
1.	Section 106 Money	No update
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	The Clerk reported that Suffolk County Council has had all surveys carried out and that designs are currently being drawn

		up. Once checked further contact will be made with the Parish Council.
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch, Sports Pavilion/Football Pitches Recreation Ground	The meeting with David Meek, CEO This Land organised by Lucy Frazer was cancelled due to the elections. The new MP Charlotte Cane is happy to reconvene the meeting. Details of the expectations of the Section 106 Agreement have been received from ECDC.
4.	Pauline's Swamp	The Trustees are meeting onsite this week. The buffer strip plus the additional area of land and £3500 are now in the hands of the Parish Council. There are some issues with trees situated in the buffer zone overhanging properties and paths in Burling Way.
5.	Gardiner Memorial Hall Phase 2	The architect is now back at work, so we can now move on with the initial stages of the project.
6.	Moveable Vehicle Activated Speed Signs	The signs have been repaired and updated. They are now up in Swaffham Road, Ness Road and the High Street. Batteries will be changed next week and at the same time the data will be downloaded from all machines. The data can then be added to the website.

FC/090724/9 Group Reports

1. Consideration of the draft minutes of the Safety Group meeting held on 18th June 2024
The draft minutes of the Safety Group meeting held on 18th June 2024 were noted.
2. Consideration of the draft minutes of the Asset and Environment meeting held on 25th June 2024
The draft minutes of the Asset and Environment meeting held on 25th June 2024 were noted.
3. Consideration of the draft minutes of the Strategy Group meeting held on 13th June 2024.
The draft minutes of the Strategy Group meeting held on 13th June 2024 were noted with contents being approved. Proposed by Paul Webb and seconded by Jim Perry. All in favour.

FC/090724/10 Parish Reports

The Clerk reported that the dividing door at Mandeville Hall is due to be replaced on 1st August 2024. The plannings under the accessible gate at Spring Close have been laid. The Clerk advised that due to the weight of the plannings and the capacity of the trailer it is not advisable for plannings to be transported from the Witchford Highways Depot in the future. The annual playground inspections are due to be carried out on Monday 15th July 2024. Weekly inspections of the playground equipment continue to be carried out.

FC/090724/11 Other County & District Matters

1. Letter from ECDC re Margaret Field
A letter had been received from ECDC about the use of Margaret Field and that it only has planning consent as a playing field. The Council noted the letter. It was suggested that the Council may wish to apply to the planning authority to allow Margaret Field to be used for all recreational purposes authorised by the Parish Council.
2. CCC TTRO Application – Footpath 9 and Footpath 14
The Council noted the temporary road closure notice for Footpath 9 and 14.
3. ECDC Street Names and Numbering – Mill Stone Park Phase One
The Council noted the street names for Phase One of Mill Stone Park. The names have all been taken from the village war memorial.

FC/090724/12 Other Reports

The Council noted the following reports. One small amendment was made to Pauline's Swamp minutes as it was inappropriate. EDF has been asked if they would consider backdating the Community Funding to June 2023. The Spring Close Management Committee has agreed that one of

the non-council members could attend a site meeting with Zion to discuss the cutting of the banks. A Parish Council member will also attend.

- Pauline's Swamp Minutes of the meeting held on 18th April 2024
- Minutes from the meeting with EDF re Community Fund Burwell Solar Farm
- Meeting with Zion Landscapes 13th June 2024

FC/090724/13 Correspondence

- Letter of thanks – Burwell Carnival
The Council noted a letter of thanks from Burwell Carnival for the use of the Recreation Ground and pavilion.

Liz Swift reminded all that the public and press were excluded from the next item of the agenda. The two remaining members of the public left the meeting.

FC/090724/14 Other Matters

Interviews for Parish Clerk

Liz swift informed the Council that interviews had been scheduled for later this week for two applicants. There is potentially a third applicant, but this is still to be confirmed. References will be taken up for the successful applicant. The interview panel will consist of the Chair, Vice-Chair and existing Parish Clerk.

Michael Swift proposed, seconded by Richard Jenkins that the Chair and Vice-Chair have delegated power to appoint the new clerk. A vote followed with 9 in favour, two against. The Chair and Vice-Chair abstained from voting.

The Council therefore resolved that the Chair and Vice-Chair of the Council have delegated power to appoint the new clerk.

Charlie Milner asked which Councillors would sit on the EDF Community Fund Panel. Liz Swift informed the Council that this will need to be discussed further with Council.

The meeting closed at 8.30 pm.

Signed

Dated: